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Code. It also is responsible for maintaining a continuing litigation capability including preparation for consideration of issues likely to reflect the interests of the general public in subsequent proceedings.

(b) The head of this office is responsible for directing both legal and technical personnel to fulfill its functions. The office includes both litigation attorneys and a broad spectrum of technical expertise to analyze and evaluate the diverse economic, cost and market issues before the Commission. During the pendency of a proceeding, personnel serving in the Office of the Consumer Advocate are prohibited from participating or advising as to any intermediate or Commission decision in that proceeding pursuant to the Commission Rules of Practice.

(c) A mission statement regarding the Office of the Consumer Advocate is contained as appendix A to this part.

[48 FR 13168, Mar. 30, 1983, as amended at 64 FR 37402, July 12, 1999. Redesignated at 72 FR 33165, June 15, 2007]

§§ 3002.15 Office of Public Affairs and Governmental Relations. [Reserved]

§§ 3002.16 Office of Inspector General. [Reserved]

APPENDIX A TO PART 3002—POSTAL REGULATORY COMMISSION, MISSION STATEMENT OF THE OFFICE OF THE CONSUMER ADVOCATE

The mission of the Office of the Consumer Advocate is to be a vigorous, responsive, and effective advocate for reasonable and equitable treatment of the general public in proceedings before the Postal Regulatory Commission.

In furtherance of this mission, the Office of the Consumer Advocate will:

1. Give a strong and consistent voice to the views of consumers, especially those that are not otherwise represented in Commission proceedings;
2. Argue for equity on behalf of individuals and small businesses, both as senders and as recipients of mail and mail services;
3. Utilize all means and procedures available under the Commission's rules and applicable law to present evidence and arguments on behalf of consumers in Commission proceedings;
4. Assist in the development of a complete record on issues pending before the Commission;

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5. Engage in dialogue with parties or participants in proceedings before the Commission to advance the interests of consumers;

6. Encourage the equitable settlement of issues among the parties and participants in proceedings whenever possible;

7. Promote fair competition between the United States Postal Service and its competitors for the ultimate benefit of consumers;

8. Seek out responsible advocates of consumer interests and encourage their participation in Commission cases;

9. Maintain the highest standards of competence and quality in all evidence and pleadings submitted to the Commission; and

10. Maintain separation and independence from the Commission and its advisory staff in the course of proceedings before the Commission.

[64 FR 37402, July 12, 1999, as amended at 72 FR 33165, June 15, 2007]

PART 3003—PRIVACY ACT RULES

Sec.

3003.1 Purpose and scope.

3003.2 Definitions.

3003.3 Procedures for requesting inspection, copying, or correction.

3003.4 Response to a request.

3003.5 Appeals of denials of access or amendment.

3003.6 Fees.

3003.7 Exemptions.

AUTHORITY: Privacy Act of 1974 (Pub. L. 93-579), 5 U.S.C. 552a.

SOURCE: 64 FR 57982, Oct. 28, 1999, unless otherwise noted.

EDITORIAL NOTE: Nomenclature changes for Part 3003 appear at 70 FR 48277, Aug. 17, 2005.

§ 3003.1 Purpose and scope.

This part implements the Privacy Act of 1974 (5 U.S.C. 552a) by establishing Commission policies and procedures that permit individuals to obtain access to and request amendment of information about themselves that is maintained in systems of records. This part does not expand or restrict any rights granted under the Privacy Act of 1974.

§ 3003.2 Definitions.

For purposes of this part:

(a) *Commission* means the Postal Regulatory Commission.

(b) *Individual*, *record*, and *system of records* have the meanings specified in 5 U.S.C. 552a(a).

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(c) *Day* means a calendar day and does not include Saturdays, Sundays, and legal holidays.

[64 FR 57982, Oct. 28, 1999, as amended at 72 FR 33165, June 15, 2007]

§ 3003.3 Procedures for requesting inspection, copying, or correction.

(a) An individual who—

(1) Wishes to know whether a Commission system of records contains a record about him or her,

(2) Seeks access to a Commission record about him or her that is maintained in a system of records (including the accounting of disclosures), or

(3) Seeks to amend a record about him or her that is maintained in a system of records, may file a written request with the chief administrative officer of the Commission at the Commission's current address (901 New York Avenue NW., Suite 200, Washington, DC 20268-0001). The request should state on the outside of the envelope and in the request that it is a Privacy Act request.

(b) A request for amendment must describe the information sought to be amended and the specific reasons for the amendment.

(c) A requester—

(1) May request an appointment to inspect records at the Commission's offices between the hours of 8 a.m. and 4:30 p.m. on any day;

(2) Must present suitable identification, such as a driver's license, employee identification card, or Medicare card;

(3) If accompanied by another individual, must sign a statement, if requested by the chief administrative officer, authorizing discussion of his or her record in the presence of that individual;

(4) Who files a request by mail must include his or her date of birth, dates of employment at the Commission (if applicable), and suitable proof of identity, such as a facsimile of a driver's license, employee identification card, or Medicare card; and

(5) Must, if requested by the chief administrative officer, provide additional proof of identification.

§ 3003.4 Response to a request.

(a) In the case of a request for notice of the existence of a record, the chief administrative officer shall respond within 10 days of receipt of a request and shall inform the individual whether a system of records maintained by the Commission contains such a record.

(b) In the case of a request for access to a record or for a copy of a record, the chief administrative officer shall acknowledge the request within 10 days and shall promptly thereafter—

(1) Fulfill the request by mail or arrange for an inspection by the requester in the Commission's offices; or

(2) If the request is denied, notify the requester of the denial, the reasons for the denial, the procedures for appealing the refusal, and the name and address of the Chairman of the Commission who will consider an appeal.

(c) In the case of a request for amendment, the chief administrative officer shall:

(1) Acknowledge the request in writing within 10 days;

(2) Promptly review the record; and

(3)(i) Make any requested amendment of a record found to be not accurate, relevant, timely, or complete; notify the requester of the change and provide a copy of the corrected record; and notify any previous recipient of the record (excluding Commission staff who obtained the record in the performance of their duties and recipients under the Freedom of Information Act) of any change; or

(ii) Inform the requester of a refusal to amend the record, the reasons for the refusal, the procedures for appealing the refusal, and the name and address of the Chairman of the Commission who will consider an appeal.

§ 3003.5 Appeals of denials of access or amendment.

(a) If a request for access to or amendment of a record is denied, the requester may file a written appeal with the Chairman of the Commission. The Chairman will decide each appeal within 30 days of receipt unless the Chairman has, for good cause, extended the period for another 30 days.

(b) If an appeal is denied, the requester will be notified of the decision,

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the reasons for the denial, the right to file a concise statement of disagreement, the procedures for filing a statement of disagreement, the subsequent uses of a statement of disagreement, and of the right to seek judicial review in accordance with subsection (g) of the Privacy Act.

§ 3003.6 Fees.

The first copy of any record furnished under the Privacy Act of 1974 will be provided without charge. Additional copies will be charged at the cost of reproduction.

§ 3003.7 Exemptions.

The Postal Regulatory Commission has not established any exempt system of records.

[64 FR 57982, Oct. 28, 1999, as amended at 72 FR 33165, June 15, 2007]

PART 3004—PUBLIC RECORDS AND FREEDOM OF INFORMATION ACT

Sec.

- 3004.1 Purpose.
- 3004.2 Presumption of openness.
- 3004.10 Public records.
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- 3004.20 Commission procedure when served a subpoena.
- 3004.30 Relationship among the Freedom of Information Act, the Privacy Act, and the Commission's procedures for accord-ing appropriate confidentiality.
- 3004.40 Hard copy requests for records and for expedited processing.
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- 3004.42 Tracking of requests.
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- 3004.50 Fees—definitions as used in this part.
- 3004.51 Fees—request category.
- 3004.52 Fees—general provisions.
- 3004.53 Fee schedule.
- 3004.54 Procedure for assessing and col-lecting fees.
- 3004.60 Chief Freedom of Information Act Officer.
- 3004.61 Freedom of Information Act Public Liaison.
- 3004.70 Third-party submission of non-pub-lic materials.

AUTHORITY: 5 U.S.C. 552; 39 U.S.C. 503.

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SOURCE: 74 FR 57256, Nov. 5, 2009, unless otherwise noted.

§ 3004.1 Purpose.

(a) This part implements the Free-dom of Information Act (FOIA), 5 U.S.C. 552, and describes the procedures by which a person may request copies of Commission records pursuant to FOIA. It contains the rules that the Commission follows in handling re-quests, such as the amount of time it has to make a determination regarding release of records and what fees to charge. It also describes how a sub-mitter of trade secrets or confidential business information can identify in-formation that the submitter believes to be exempt from disclosure under 5 U.S.C. 552(b).

(b) Information required to be pub-lished or made available pursuant to 5 U.S.C. 552(a)(1) and (a)(2) may be found in 39 CFR part 3002, and on the Com-mission's Web site at <http://www.prc.gov>. The Commission's guide to FOIA, all required FOIA indexes, and recent annual FOIA reports are also available on the Web site.

(c) Section 3004.10 identifies records that the Commission has determined to be public.

§ 3004.2 Presumption of openness.

(a) The Commission shall be proactive, and systematically, in a timely manner, post public records on-line in advance of any public request.

(b) It is the stated policy of the Com-mission that FOIA requests shall be ad-ministered with a clear presumption of openness.

§ 3004.10 Public records.

(a) Except as provided in §3004.11 and in §3007.10 of this chapter, the public records of the Commission include all submissions and filings as follows:

(1) Requests of the Postal Service for decisions or advisory opinions, notices, public reports, complaints (both formal and informal), and other papers seek-ing Commission action;

(2) Financial, statistical and other reports to the Commission, and other filings and submittals to the Commis-sion in compliance with the require-ments of any statute, executive order,